



MRDI/2023-2024/098

30 August 2023

Md. Al-Amin
Proprietor
Jamuna Transport
House # 70, Road # 03, Mohammadia Housing Ltd.,
Mohammadpur, Dhaka-1207.

Subject: Work order for providing Vehicle Support for the period from September 2023 to 31 August 2025.

Dear Mr. Al-Amin,

With reference to your quotation dated 13.08.2023 we are pleased to inform you that the procurement committee of MRDI has selected your organization for providing vehicle support for the period from 01 September 2023 to 31 August 2025 for traveling in Bangladesh.

You are requested to provide the vehicle support as per necessity of the organization complying with the following terms & conditions:

1. MRDI will inform you of necessity of vehicle/s over telephone/by written at least 2 days before the Traveling date.
2. You will have to provide a quality vehicle in tip-top condition with efficient drivers who have more than 10 years' experience on the highway. You will keep available the first aid box and fire extinguisher in the vehicles.
3. You will have to provide the vehicles complying with the Model & registration year you mentioned in the quotations.
4. You will have to provide all required legal documents with the vehicles. You will be responsible for all sorts of risk, security, insurance & maintenance of the vehicles. MRDI will be responsible for only vehicle rent, driver allowance, overtime, fuel cost and reimbursement of toll, ferry charge and parking charge subject to submission of receipts.
5. MRDI will not be responsible for any illegal/undesired occurrence by the driver.
6. You will have to inform MRDI on booking the vehicle for any advance against fuel cost (if required).
7. Payment will be made through A/C payee cheque or Bank transfer after submission of the bill following the submitted quotation on 13 August 2023.
8. VAT and Tax as admissible will be deducted at source on invoiced amount.
9. MRDI will have the right to reject the work order if your service does not meet the expectations and the terms & conditions mentioned above.

Thanking you,

Tahmina Ferdowsy
Senior Accounts officer

